Simon Fraser University Library invites applications for a Communications Officer. Reporting to the Dean of Libraries and based at the W.A.C. Bennett Library, Burnaby campus, this full-time continuing position will provide leadership for the Library's communications, and community engagement strategies. The incumbent will develop and implement the Library’s ongoing communications strategies, connecting the SFU Library with key target audiences including students, faculty, the university community, the public, donors, and supporters. This position is responsible for conceptualizing, planning, and implementing communications strategies and policies across all media, to align with the goals of the SFU Library and to promote the Library and its related projects and initiatives.

The incumbent will also play a significant role in the coordination and marketing of Library events for the campus and the broader community in support of SFU’s goal to be Canada’s most engaged research university, and to raise the profile of the SFU Library locally, nationally, and beyond.

**SETTING**
We acknowledge the Sḵwx̱wú7mesh Úxwumixw (Squamish), x̱wmlaθk̓əy̓am (Musqueam), sal̓ílwatəɬ (Tsleil-Waututh), Ɂ̱q̕əc̓əy̓ (Katzie), and kʷikʷəƛ̓əm (Kwikwetlem) peoples, on whose traditional territories Simon Fraser University's three campuses stand. By recognizing the Unceded Traditional Coast Salish territories, we aspire to create space for reconciliation through dialogue and decolonizing practices.

Ranked by respected national surveys as one of Canada’s top three comprehensive universities for the past 20 years, Simon Fraser University has also been consistently named one of British Columbia’s Top Employers in recent years, as well as one of Canada’s Top 100 employers, and one of Canada's top family-friendly employers. SFU offers more than 100 undergraduate major and joint major programs and more than 45 graduate offerings, spanning many disciplines in eight faculties, and has an international reputation for its innovative interdisciplinary and professional programs. The main W.A.C. Bennett Library is located on the Burnaby campus, while the Samuel and Frances Belzberg Library is on the Vancouver campus, and Fraser Library is at SFU Surrey.

The SFU Library is known for the development and implementation of innovative technology, leadership in Open Access, and excellent in-person and online user services. We serve a diverse student population, most of whom live off-campus and work part-time while attending university. SFU Library collaborates broadly with other institutions through membership in the Canadian Association of Research Libraries, the Association of Research Libraries, and regional consortia. For more information, see our web site at [https://www.lib.sfu.ca](https://www.lib.sfu.ca).

The SFU Library commits to a continuous process of transformation to advance equity, diversity, and inclusion and to serve the cause of social justice. The [Library’s Statement on Equity, Diversity and Inclusion](https://www.lib.sfu.ca) provides more information.

**ASSIGNMENT**
- Develop, oversee, and assess a comprehensive communications strategy for the Library that supports the values and strategic goals of the Library and the University;
- Provide leadership and content for the Library’s external communications functions and campaigns across traditional and social media channels;
- Develop, design, write, and edit a wide variety of print and online materials to report on and promote the Library’s services, programs and collections;
- Curate and create daily content for the Library’s social media channels;
- Coordinate public events such as readings and lectures on behalf of the Library;
- Liaise with University Communications and Marketing on behalf of the Library;
- Liaise and build relationships with other University departments on behalf of the Library;
• Enact SFU Library’s mandate to Indigenize and decolonize our programs and services;
• Enact the equity, diversity, and inclusion commitments of the Library and University through all functions of the role;
• Supervise and develop staff to carry out the above functions, including Graphic Design Technician;
• Advance the values and goals outlined in the Library’s Strategic Plan.

QUALIFICATIONS
• MLS or equivalent from an ALA-accredited institution (required);
• Minimum of 5 years relevant experience, with a broad understanding of research library roles, functions, and trends;
• Excellent knowledge of communications and marketing principles, practices and strategies;
• Ability to develop and implement communications strategies aligned to strategic priorities;
• Demonstrated ability to write and edit for a variety of print and digital channels and evidence of creativity and effectiveness;
• Experience with community engagement and outreach, including demonstrated ability to liaise with diverse communities;
• Ability to advance SFU and SFU Library’s mandate to Indigenize and decolonize our programs and services;
• Ability to advance equity, diversity, and inclusion and to serve the cause of social justice at the Library and SFU;
• Strong relationship building skills within complex organizations;
• Demonstrated ability to manage organizational social media accounts;
• Excellent project management, and organizational skills including the ability work on multiple initiatives concurrently;
• Excellent oral, written, and interpersonal communication skills;
• Ability to independently set and accomplish goals, establish priorities, and meet deadlines with minimal direction;
• Evidence of ongoing professional development and contribution to the profession.

TERMS OF APPOINTMENT
This is a full-time continuing Librarian position, beginning spring 2020. Librarians are members of the SFU Faculty Association. Terms, conditions and benefits of employment are outlined in the Collective Agreement: http://www.sfu.ca/content/dam/sfu/faculty-relations/home/CA.pdf

The successful applicant will be appointed at a salary level commensurate with their experience and qualifications. SFU Librarian salary scales can be viewed here: https://www.sfu.ca/content/dam/sfu/faculty-relations/salary/June%2030%202019%20-%20Salary%20Scale.pdf

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from qualified candidates of all genders, visible minorities, persons of First Nations, Inuit, or Métis heritage, persons with disabilities, and LGBTQ2SIA+ identified persons.

Under the authority of the University Act, personal information that is required by the University for academic appointment competitions will be collected. For further details see: http://www.sfu.ca/vpacademic/faculty_openings/Collection_Notice.html

TO APPLY
To be given assured consideration applications must be submitted by email in one consolidated PDF document with cover letter and curriculum vitae by 4:00 pm (Pacific) on Tuesday March 31, 2020 to:
Susie Smith Phone: 778-782-4658
Library Management Office Fax: 778-782-3023
W.A.C. Bennett Library Email: library@sfu.ca
Simon Fraser University